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**Government of India  
Department of Telecommunication  
20, Ashoka Road, Sanchar Bhawan,  
New Delhi-100001**

No.28-10/TA-I/MTNL/7321 to 7354

Date 27-10-2015

To

1. The Pr.CCA, Delhi
2. The CCA, Mumbai
3. The CMD, MTNL

**Subject:- Life verification process in respect of Combined Service Optees of MTNL, pensioners.**

This is with reference to Pr. CCA Delhi letter NO PDA/CCA/Misc/2015 dated 13-10-2015 and letter No.1-3/CCA-PDA/Jeevan Pramaan/2015-16 dated 20-08-2015 requesting to stagger the dates for acceptance of annual life certificate in respect of MTNL pensioners to be collected in the month of November every year.

2. In this regard reference is invited to para 6.1, para 6.2, note under para 6.2 and Annexure V of the "Guidelines issued to the CsCA for performing functions as Pension Disbursing Authority(PDA)" issued vide letter No.26-10/TA-I/2014/4635 to 4637 dated 10-12-2014 and this office letter No.28-10-TA-I/2014 dated 25-02-2015 enclosing Ministry of Finance OM No.PAO/Tech/Amdt-Sch.Book/2014-15/720 dated 14-11-2014.

3. Annexure-V of instructions dated 10-12-2014 prescribe the authorities authorized to give life certificate to the pensioner and it has been clarified vide letter dated 25-02-2015 and note under para 6.2 that the digital life certificate in respect of pensioner based on Aadhaar Biometric Authentication may be accepted as a valid life certificate and pensioners may not be insisted to appear in person every year. The Pr. CCA Delhi and Mumbai have already confirmed successful uploading of pensioners data in the Jeevan Pramaan Portal.

4. The authorities prescribed vide Annexure V of Guidelines dated 10-12-2014 are further amended in accordance with the provisions of Rule 343 of Central Treasury Rules (CTR) and the revised Annexure V is enclosed herewith which supersedes the earlier Annexure V.

5. In the light of the above, the Pr. CCA Delhi & Mumbai as PDA may not insist upon pensioners to present themselves physically if the life certificate is submitted duly signed by the authority as per the revised Annexure V mentioned in para 4 above as well as Aadhaar based authentication of life certificate.

Contd....


6. The Pr. CCA Delhi and Mumbai may also give adequate publicity for submission of Aadhaar based authentication of life certificate and provide the details of steps to be taken up by the pensioners in this regard on their website. Pr. CCA offices Delhi and Mumbai may accept life certificate of all the combined service optee pensioners of MTNL.

7. MTNL, may collect life certificate from its pensioners duly signed by the prescribed authority and forward to CCA Delhi & Mumbai on daily basis to facilitate the pensioners. MTNL is also requested to encourage the pensioners to submit Aadhaar based authentication of life certificate and provide facilities to its pensioners for submitting the same.

8. The format of life certificate has been revised by including the following along with the provision of acknowledgement to pensioners (Annexure-A)

1. Present address of the pensioner/family pensioner
2. Telephone/Mobile number
3. E-mail Address
4. Aadhaar number

Encl: as above



(Gp Capt Vivek Trivedi)  
Director(Accounts-I)  
Ph: 011—23036511

Copy to:-

1. PPS to Member (Services)
2. PPS to Member (Finance)
3. PSO to Advisor (F)
4. PPS to AS (T)
5. JS (T)/JS (A)
6. All Principal CsCA/CsCA
7. Director (IT), DOT, New Delhi with the request to upload the OM on the DOT website under the link to the TA Section.

REVISED ANNEXURE-V

A pensioner who produces a life certificate signed by any person specified hereunder is exempted from personal appearance---

- i) a person exercising the powers of a Magistrate under the Criminal Procedure Code;
- ii) a Registrar or Sub-Registrar appointed under Indian Registration Act;
- iii) a Gazetted Government servant;
- iv) a Police Officer not below the rank of Sub-Inspector-in-charge of a Police Station;
- v) a Postmaster, a departmental Sub-Postmaster or an Inspector of Post Offices;
- vi) a Class I Officer of the Reserve Bank of India, an officer(including Grade II officer) of the State Bank of India or of its subsidiary;
- vii) a Pensioned Officer who, before retirement, exercised the powers of a Magistrate;
- viii) a Justice of Peace;
- ix) a Block Development Officer, Munsif, Tehsildar or Naib Tehsildar;
- x) a Head of Village Panchayat, Gram Panchayat, Gaon Panchayat or on Executive Committee of a village;
- xi) Members of Parliament, of State Legislatures or of legislatures' of Union Territory Government/Administrations.
- xii) Treasury Officer.

ANNEXURE-A

LIFE CERTIFICATE

Certified that I have seen the pensioner Shri/Smt./Ms. \_\_\_\_\_ (Name of Pensioner) holder of Pension Payment Order No. \_\_\_\_\_ and that he/she is alive on this date.

1. Present address of the pensioner/family pensioner
2. Telephone/Mobile number
3. E-mail Address
4. Aadhaar number

Name:

Place:

Date:

Designation of Authorised Officer  
Seal

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ACKNOWLEDGEMENT

Life Certificate of Pensioner/Family Pensioner of Shri/Smt/Ms \_\_\_\_\_ (Name of Pensioner) holder of Pension Payment Order No. \_\_\_\_\_ has been received.

Date:-

Signature.....

Name.....

Stamp of the Receiving office